

**BY ORDER OF THE COMMANDER**

**SAFB INSTRUCTION 31-218**  
**12 November 1999**  
**Security**



***THE SAFB CRIME PREVENTION PROGRAM***

***COMPLIANCE WITH THIS PUBLICATION IS MANDATORY***

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This instruction implements AFRD 31-2, ***Law Enforcement***. The Sheppard Air Force Base (SAFB) Crime Prevention Program is designed to complement and interface with AFI 31-209, ***The Air Force Resource Protection Program***. The goals of both programs can best be achieved by the active participation of the total Air Force community (military, civilian, and dependents). Commanders at all echelons must educate their personnel on the need to safeguard both government and personal property through proper protective precautions. This instruction applies to all personnel working, living, and transiting Sheppard AFB, to include all tenant units.

***SUMMARY OF REVISIONS***

This instruction is the initial publication of **SAFBI 31-218**, revising **SAFBI 31-210**. The series number was changed to more accurately reflect the subjective series. The SAFB 31-210 number will be listed in the index as superseded by the new instruction. In addition, this instruction has been revised to reflect changes in unit designation from Security Police (SP) to "Security Forces" (SF). A "★" indicates revisions from the previous edition.

***SECTION A -- RESPONSIBILITIES.***

1.1. The installation commander establishes a crime prevention program. The program should be tailored to the local environment. Use this instruction as a guide for methods and procedures for managing the program.

★1.2. The Chief of Security Forces (CSF) is the focal point for base crime prevention activities. The Crime Prevention Program is combined with the Resource Protection Program. The installation CSF appoints an individual to manage the SAFB Crime Prevention Program on a

full-time basis. The Installation Crime Prevention Specialist must establish close association with the law enforcement staff function and have operations and command accessibility. Direct communications with law enforcement shifts, investigations, reports and analysis personnel and especially Unit Crime Prevention Monitors must be maintained.

★1.2.1. Squadron commanders designate, in writing, an individual in the grade of E-4 or above who has at least one year left on station and is not in upgrade training, as the Unit Crime Prevention Monitor. Send a copy of the letter of designation to the office of the Installation Crime Prevention Specialist (82 SFS/SFOSP, Stop 221) for filing. The basic role of the unit monitor is to ensure the installation's crime prevention goals and objectives are being accomplished in a timely and efficient manner. As with the installation crime prevention specialist, unit monitors must function as a teacher, counselor, and catalyst to bring personnel together in their crime prevention endeavors.

★1.2.2. Unit monitors brief newly assigned personnel on the base and unit crime prevention programs. A log should be kept annotating that newly assigned personnel are receiving the training.

1.2.3. Unit monitors conduct quarterly crime prevention briefings for all assigned personnel. These briefings can be conducted at commander's call or by passing crime prevention information through unit distribution. The briefings will be documented.

1.2.4. Crime prevention material should be posted throughout the unit and should advertise the following items:

1.2.4.1. Operation Identification (OPID)

1.2.4.2. Base Crime Stop phone number

1.2.4.3. The unit crime prevention monitor

1.2.5. Unit monitors provide OPID packages to unit personnel. These packages will contain:

1.2.5.1. OPID participation and objectives letter from the installation commander

1.2.5.2. AF Form 1670, **Valuable Property Record**. The owner uses this form to make a permanent record of all property marked under the OPID program, and is secured by the owner in the event the marked property is stolen.

1.2.5.3. AFVA 125-14, **Portable Property Identification Participation Notice**. This decal should be placed conspicuously on property that can easily be moved (i.e., typewriters, bicycles, etc.).

1.2.5.4. Any other literature, which may be available on the USAF OPID or similar community, program.

1.2.6. Unit monitors conduct monthly checks of their unit's facilities with the facility custodian to identify possible crime prevention hazards. If a hazard is found, it will be annotated on the AF Form 457, **USAF Hazard Report**. The unit crime prevention monitor will brief their commander on their findings and the corrective action taken.

1.2.7. Unit monitors ensure the AF Form 440, **Bomb Threat Aid**, is placed by every telephone within their unit. This form should be used to record pertinent information in the event of a bomb threat.

1.2.8. Unit monitors that are responsible for buildings containing dormitory residents will:

1.2.8.1. Establish a secure central location for the storage of high value items.

★1.2.8.2. Have written procedures for protecting these items during emergency evacuation of the dormitory and during in/out processing.

#### **SECTION B -- BASIC PROGRAMS.**

2.1. Operation Crime Stop. A simple program to encourage members of the community to make an immediate report of any crime or suspicious activity they observe. If potential criminals think they may be reported by anyone who sees them, they may be deterred from committing the crime. Further, when crimes occur on an installation with an effective crime stop program, there is a greater chance the criminal will be detected and apprehended. The SAFB Crime Stop number is 676-1100. Callers may remain anonymous.

★2.2. Operation Identification (OPID). This program is established by the Security Forces and the Installation Crime Prevention Specialist to encourage base personnel to voluntarily mark personal property which is valuable, theft attractive, or pilferable. Property is marked by engraving, etching, or by using invisible fluorescent marking devices. Valuable property which cannot be easily marked should be photographed, for example, rings, watches, silverware, etc. Participants in the program are encouraged to use "AF" followed by their SSAN (for example: AF 123-45-6789). Whenever a dependent of an Air Force military member participates in the program, the property should be marked with the sponsor's SSAN.

★2.3. Narcotic Detection. Within 15 days of purchasing a used vehicle, an appointment can be made to have a Narcotic Detection, Military Working Dog check to ensure the vehicle is free of any substance that may cause the dog to alert.

★2.4. Operation Housewatch. Military family housing (MFH) units are most vulnerable to housebreaking or burglary when the occupants are on vacation. Security Forces will conduct checks of unoccupied on-base quarters while the occupants are away. To request quarters checks be conducted, personnel should contact the Security Forces Control Center (Bldg 558, 530 H Avenue), and accomplish an AETC Form 395, **Quarters/Vehicle Security Check**.

The checks will be conducted for the duration of their absence. Once they have returned, the MFH occupants should immediately notify the Security Forces to have the checks terminated. A pre-vacation checklist is available to the SAFB community.

★2.5. **Project Ride Along.** An enlightening program designed to give base personnel the opportunity to “ride alongside” a Security Forces patrolman and learn firsthand the ins and outs of law enforcement. This program is offered to base personnel, age 15 and older. This includes active, retired, and reserve military members and their dependents, civilian employees and their dependents. Finally approval, for all applicants, is reserved for 82 SFS/SFO. To participate personnel should contact the Crime Prevention section (Bldg 558; 530 H Ave), and accomplish an AETC Form 1021, **Project Ride Along Application**.

★3. **FORMS PRESCRIBED.** AF Form 1670, **Valuable Property Record**; AF Form 457, **USAF Hazard Report**; AFVA 125-14, **Portable Property Identification Participation Notice** AF Form 440, **Bomb Threat Aid**, AETC Form 395, **Quarters/Vehicle Security Check**, AETC Form 1021, **Project Ride Along Application**.

★4. **History of instruction:** Previously known as **SAFBI 31-210**, 16 Jan 97. The instruction was changed 12 Nov 99 to **SAFBI 31-218** at the recommendation of the 82 TRW/JA to reflect a more subjective number to AF counterparts.

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